

# ATTENDANCE POLICY



The comments in blue were made by children in class 2T.

## BLACKGATES PRIMARY SCHOOL ATTENDANCE POLICY

At Blackgates Primary School we are committed to ensuring that all children attend, enjoy and achieve in school. We therefore have a number of strategies to improve children's attendance and strategies that reward those children who do attend on a regular basis.

- First day contact made by the Learning Mentor by 10am if no reason has been given for an absence. Pupils subject to a child protection plan or child in need status are telephoned first.
  
- If parents/carers of pupils subject to a child protection plan or child in need status are unable to be contacted by telephone the learning mentor and a member of the Senior Leadership Team will go out to visit the home. If no one is at home a letter will be left asking for them to contact school as soon as possible. Social care will also be informed when staff return to school.
  
- If unable to make contact with other parent/carers a letter to be sent out regarding the absence and requesting contact details.
  
- If there is no reply to the first letter a second letter is sent out requesting the parent/carer to get in touch urgently.
  
- Headteacher and Learning Mentor will make home visits if the parent/carer cannot be contacted.
  
- Fast track system to be used for children whose attendance is below 90%. If there is no improvement after fast track, a meeting with parent/carers to take place and an attendance contract to be agreed.
  
- If no improvement after the first meeting or the parent/carer does not attend the meeting then a meeting will be arranged with the attendance governor and the parent/carer.
  
- If the above steps show no improvement then a referral to the attendance team will be made for a fixed penalty notice to be issued.
  
- School to pursue penalty notices for holidays/absences in term time.

- Meetings between the Class Teacher and Learning Mentor before parents evening to discuss any attendance concerns. From those meetings parents of children causing concern invited to meet with the Headteacher and Learning Mentor to discuss attendance issues.
- Monday morning assembly the previous weeks attendance is read out and the winning class receives the attendance trophy. If a class gets 100% then a reward is given such as a toy afternoon, dress as you please day, disco.
- Children who get 100% weekly attendance receive an attendance sticker on Monday morning.
- Certificates given out for 100% attendance for a month.
- Children with 100% attendance for a half term can choose something from the attendance chest.
- If a child gets 100% attendance for a full year they receive a £5 WHSmith voucher.
- Learning Mentor to attend a Senior Leadership Meeting each half term to feedback re-attendance.
- An attendance Governor is in place and there is also an attendance sub committee.
- Parents to be kept informed of attendance by monthly newsletter 'Attendance Matters' being sent out and regular updates on the website.
- Regular letters to be sent out to parents to keep them informed about their child's attendance.

Through these measures the school aims to improve the overall attendance rate to 96%.

A child suggests that if a child gets 100% attendance for the year they should get a certificate and a rosette.

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This Attendance Policy was formally adopted by Blackgates Primary School on –

Date ...22.03.17.....

Review Date 22.03.18.....

Headteacher .....

Governing Body .....